

Publication Procedures

Please contact the Physics Coordinators if any of these instructions is found to be obsolete.

Authorlist

The author list for any paper should freeze at the time of submission.

Please make sure that you use the most recent version of the author_list.tex, acknowledgment.tex and author.xml files for the submission. All these files are available from the <http://www-d0.fnal.gov/author/authorlist.html> web page.

Minor editing of the author_list.tex and author.xml files is necessary prior to the submission, and the relevant instructions are given below (in 2d). *If there are additional authors which need to be inserted in the authorlist, you should have already made the appropriate request to authorship committee. To ensure that the additional authors are inserted appropriately in both the author_list.tex and author.xml files, please consult with the physics coordinators.*

Submission of D0 papers involves three steps: Fermilab preprint, archive submission, and journal submission. You will need to generate two versions of your paper, one for the preprint/archive and one for the journal. The main difference being the inclusion of the Fermilab preprint number.

If you have EPAPS (supplemental) material associated with a PRL, this should be included as an appendix in the preprint/archive and provided instead as a separate pdf file for PRL.

Fermilab preprint submission

Request a Fermilab publication preprint number from <http://lss.fnal.gov/cgi-bin/getnumber.pl>.

Choose:

Publication Type = Publication

Division = PPD-Experimental Group

Do not select any other options.

Choose publication type.

- CONF: Conference Report (associated with a conference)
- FN: Physics Notes (other/miscellaneous)
- PUB: Publication (intended for peer-reviewed journal)
- TM: Technical Memo (about a technique or device)

Choose Group or Division (multiple groups allowed).

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After receiving your preprint number, include the number in the manuscript by adding

`\hspace{5.2in} \mbox{FERMILAB-PUB-12-xxx-E}`

in the LaTeX source file above the title where “xxx” is the preprint number.

Submit a single-space double-column format manuscript to Fermilab Publications for general distribution.

Go back to the web site <http://lss.fnal.gov/cgi-bin/getnumber.pl> and upload the pdf version of your manuscript.

arXiv submission

Submit the same manuscript to arXiv as a new entry.

- a) It might be convenient to create a separate directory containing just the source files for the paper (tex and eps files), because hep-ex will want these source files and not just the final postscript/pdf file.
- b) Remove all references to primary authors and editorial board from the LaTeX source file (even if the corresponding lines are commented out).
- c) Hardwire the date in the LaTeX file, i.e. change “`\date{\today}`” before the “`\begin{abstract}`” to “`\date{Month Day, Year}`” of the day of the submission.
- d) Remove the line “author list dated DD Month Year” from the `author_list.tex` file
- e) Remove the line numbering macro from the LaTeX source
- f) If there are additional authors for this paper, please ask the physics coordinators for help in editing the `author_list.tex` and `author.xml` files
- g) Insert the Fermilab preprint number (i.e. change the xxx in FERMILAB-PUB-12- xxx-E) in the `autor.xml` file in the line:
`<cal:publicationReference>FERMILAB-PUB-12-xxx-E</cal:publicationReference>`
 This is the 8th line at the top of the `author.xml` file

Go to <http://arxiv.org/help/submit> and follow the instructions for submission. Web upload is the easiest

method. **Give the Author as "DØ Collaboration" only.** Do not add "V.M. Abazov et al.". The full authorlist will be read from the author.xml file which you need to submit in the tar file together with the LaTeX source and the EPS figures. Be sure to type "submitted to Phys. Rev. Lett.", or other appropriate journal (Phys. Rev. D or Phys. Lett. B) in the comment line and provide the Fermilab preprint information (FERMILAB-PUB-12-xxx-E) on the Report-no line. Please avoid submitting multiple versions!

For choice of license select:

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Journal submission**Step 1****PRL/PRD**

For submission to PRL/PRD, use the web page <http://authors.aps.org/ESUB/>. If you have already submitted to hep-ex, then this is easy. Wait until the hep-ex submission is publicly available (next weekday, if submitted before 3:00pm ET), and then submit the hep-ex version directly. Details for copyright transfer to APS are given in Appendix I.

EPAPS material for PRL

If you are submitting EPAPS material, it will not be possible to use the archive submission to upload your paper to PRL. Instead make a version of the PRL without the EPAPS material. You can tar all the files and upload a single archive file to PRL for simplicity. Then **after** you upload the source for the paper you will be asked if you wish to upload supplementary material. Upload the pdf file containing your supplementary material at this stage.

PLB

For PLB submission, use the web page <http://ees.elsevier.com/plb/>. Elsevier has a 'Journal Publishing Agreement' similar to the copyright transfer for APS. See Appendix II.

Step 2**Internal documentation**

The EB chair should be sure that the submitted (or subsequently revised) paper is referenced on the appropriate EB web page.

Primary authors please provide the FERMILAB-PUB, hep-ex and journal reference numbers as well as the location of the submitted LaTeX, postscript and individual figures to the Physics Coordinator for inclusion in the DØ publication web pages and archives. Send additional figures that are useful for seminars or conference presentations with appropriate captions to the Physics Coordinator as well. **The figures (in EPS) format must be provided with names like fig01.eps, fig02a.eps, fig02b.eps**

Provide to the Physics Coordinators:

- A copy of the tar file uploaded to the archive
- The Fermilab ID number of the author submitting the preprint
- The reference IDs/passwords for the arXiv submission and for the journal submission

On receipt of comments and decision from the Journal

General advice on replies to the referee: Be professional and respectful in your replies. Shorter replies are preferred. Stay on the point and do not include extraneous material or opinions.

- a) Forward reviewer comments to the EB, Physics Group Conveners, the Physics Coordinators, and the Spokespersons using the EB mailing list d0-run2eb-nnn@fnal.gov.
- b) Prepare responses to referee comments and any necessary modifications to the manuscript. Prepare a summary letter to the editor, outlining the disposition of all comments made by referees, and summarizing the changes made. These responses should first be considered and approved by the chair of the EB and physics group the Conveners. Make sure to use the original author list in your revised manuscript.
- c) After receiving approval from the EB chair please provide your reply to the Physics Coordinators in the form of a .doc file with each of the referee comments numbered to facilitate review. The Physics Coordinators will advise on whether a new review is needed.
- d) On approval by the Physics Coordinators and Spokespersons, resubmit the letter and revised manuscript.
- e) Upon acceptance, notify the Physics Coordinators and update the EB web page; forward any proofs to the EB chair, the Conveners and the Physics Coordinators.
- f) You should receive proofs of the manuscript within two weeks of acceptance, noting any editorial changes suggested by the journal. Send these to the EB mailing list. With any comments you have on the changes. A Physics Coordinator will double check the proof and give approval to go to publication.
- g) **Congratulations! The tradition is that the home institution of a primary author pays the costs of publication (~\$600), so get your wallet unhinged.**

Post-Publication documentation

1. Once the published, update the hep-ex with the published version, add journal reference and modify the comments as appropriate. If you submitted the hep-ex version directly to PRL/PRD, the journal reference will be automatically added.
2. Send a copy of the revised tar file uploaded to the archive to the Physics Coordinators.

In cases of rejection by the journal

On occasion a paper is rejected for publication. If this happens, immediately inform the EB and Physics Coordinators using the EB mailing list d0-run2eb-nnn@fnal.gov. The Physics Coordinators will advise on how to proceed.

Notes for resubmitting a PRL with transfer to PRD or PRD-RC:

- prepare referee comments as usual, include a statement in your cover letter explaining the reasons for requesting the transfer to the other journal
- Instead of "Submission" or "Resubmission", choose the option: "Transfer (current journal is being changed)"
- You will need to supply the reference number from the PRL submission. All the communications with the editor should show up in plain text ascii in the comments box and is automatically transferred over to the new journal.
- Cut and paste additional information on the new submission (e.g., latest response to referees) before the existing information and clearly indicate what is new and what is from the previous PRL submission process.
- To be safe, inform PRL that you have done the transfer.

Transfers from PRL to PLB are handled as any new paper submission.

Appendix I: Publication license selections for APS journals

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Appendix II: Journal Publication Agreement for Elsevier
(To do: Update with screenshots from website)

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